**Instructions for paper Professional Expense Reimbursement (PER) claims:**

- Complete all fields, attach original receipts and submit to your supervisor (Chair/Director/Dean/Vice-President) for approval

- Forward approved form and supporting documentation to Financial Services, Support Services Building (SSB), Suite 6100

  OR

  Email approved form and supporting documentation to reimburse@uwo.ca

- Reimbursements will be paid by direct deposit to your bank account listed in your MyHR profile

**DATE** | **EMPLOYEE NUMBER** | **EMPLOYEE EMAIL**
---|---|---

**SURNAME, GIVEN NAME** | **PHONE NUMBER**
---|---

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Details (Name of Association/ Supplier, Business Purpose, Dates, etc.)</th>
<th>Total Expense (Amount per Receipt)</th>
<th>Less: Personal Portion of Expense</th>
<th>Expense Amount Claimed (Total Receipt – Personal Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership/ Registration Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Furniture¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Computer Software</td>
<td></td>
<td></td>
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<tr>
<td>Travel</td>
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<tr>
<td>Supplies</td>
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</tr>
</tbody>
</table>

Total $

**Signature of Claimant**

__________________________________________

**Signature of Supervisor**

__________________________________________

Name of Supervisor

__________________________________________

¹ Office Furniture – Note that furniture is **not normally eligible** for reimbursement. Office furniture expenses (i.e. chairs, desks, office tables) may be claimed up to a maximum reimbursement of $500 in 2021. The temporary eligibility of office furniture is to account for the amount of time that employees were required to work remotely due to the COVID-19 pandemic. This reimbursement may result in a 2021 taxable benefit.